

COMMUNITY/AGENCY - PRACTICUM/INTERNSHIP CONTRACT

This agreement is made on _____ by and between _____
(date) (Practicum/Internship Site)
and North Carolina A&T State University Department of Human Development and Services.

The agreement will be effective for a period from _____ to _____
(date) (date)
for _____ hours per week for _____.
(Student Name)

Purpose: The purpose of this agreement is to provide a qualified graduate student with an internship or practicum in the field of Community/Agency Counseling.

The University Program agrees to:

1. Assign a faculty member as supervisor of the student to facilitate and assure communication between university and the practicum/internship site.
2. Notify practicum student/intern that they must adhere to the administrative and practice policies, rules, standards, schedules, and practices of the site.
3. Have a faculty supervisor of the practicum student/intern available for consultation with both site supervisors and/or practicum student/interns, should any problem or difficulty in relation to student, site, or university occur.
4. That the University Supervisor is responsible for the assignment of a fieldwork grade for the practicum student/intern.

The Practicum/Internship Site agrees:

1. To assign an internship supervisor who is a licensed practitioner, and has available time and interest in training practicum students/interns.
2. To provide opportunities for the practicum student/intern to engage in a variety of community/agency counseling activities under supervision, so as to provide for evaluation of the practicum student's/intern's performance.
3. To provide the practicum student/intern with adequate work space, telephone, office supplies, and or support staff and training so as to conduct professional activities.
4. To provide supervisory contact with involves appropriate examination and feedback concerning the intern's work.
5. To provide written evaluation of the practicum student/intern based on criteria established by the University program.

Within the specified time frame for the practicum/internship experience, _____
(Site Supervisor Name)

will be the primary site supervisor. The training activities checked below will be provided for the intern in sufficient amounts to allow an adequate evaluation of the practicum students/intern's level of competence in each activity. _____ will be the faculty supervisor

(Faculty Supervisor Name)

with whom the practicum student/intern and the site supervisor will communicate regarding progress, problems, and performance evaluations.

Projected Practicum/Internship Activities:

- Initial Intake Activities (Interviews, collecting basic demographic information, determining eligibility for service)
- Individual Counseling
- Group Counseling
- Administration, Interpretation, and Processing of Test Results with Clients

- Report Writing
- Consultation
- Psycho/Educational Activities
- Career Counseling
- Family/Couple Counseling
- Case Conference
- Staff Presentation
- Other Agency Related Responsibilities

Signatures

Practicum/Internship Site Supervisor*: _____ Date: _____

Daytime Phone Number: _____ Email: _____

Practicum Student/Intern: _____ Date: _____

Daytime Phone Number: _____ Email: _____

Faculty Supervisor: _____ Date: _____

Daytime Phone Number: _____ Email: _____

*Practicum/Internship Site Supervisor: Please attach a short personal resume and a brochure or flyer from your company to this contract.

Student: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Return to: HDSV
 212 Hodgin Hall
 NC A&T State University
 Greensboro, NC 27411